Date: September 27, 2013
From: Audrey Rowe
To: Kevin Concannon
Subject: Food, Nutrition and Consumer Service (FNCS) Contingency and Reconstitution Plan

In the event FNCS executes a contingency plan due to a lapse in appropriations and eventual reconstitution of operations, the Agency has established an implementation plan for seven critical functions:

Function	Functional Owner
1. Agency Administration	Associate Administrator/Chief Operating Officer, Associate Administrator Supplemental Nutrition Assistance Program, Associate Administrator for Special Nutrition Programs, Associate Administrator Policy and Support, Chief of Staff, Chief Communications Officer, Center for Nutrition Policy and Promotion Executive Director
2. Regional Operations	Associate Administrator for Regional Operations
3. Human Resources	Deputy Administrator for Management
4. Information Technology	Chief Information Officer
5. Financial Management	Chief Financial Officer
6. Facilities	Deputy Administrator for Management
7. Contracts	Deputy Administrator for Management

Upon notification from the Department, the following events will occur:

Task	Owner	Estimate Time
Notify Chief Operating Officer (COO) to begin appropriate plan implementation	Administrator	1 Hour
Notify functional owners to begin plan implementation	COO	1 Hour
Oversee excepted personnel to ensure completion of orderly shut down	Functional owners	As directed
Monitor progress, communicate status updates, and provide a final report to the COO (via telephone)	Functional owners	As directed
Maintain operations for physical security of Government assets	Excepted Personnel	As directed
Submit a final report to FNS Administrator	COO	As directed

We have tentatively determined that no additional federal funds would be available to support several Food and Nutrition Consumer Service (FNCS) Programs beginning on October 1 if continuing appropriations are not provided. States may make the decision to continue operations for some period, but they will be doing so at their own risk with the understanding that Federal funds may not be forthcoming.

Specific program impacts of a lapse in funding are provided below. These impacts assume that the lapse is of short duration (i.e., less than one month). Should the funding lapse be longer, the FNCS contingency plan and these associated impacts will be re-visited and updated:

- The Supplemental Nutrition Assistance Program (SNAP) will continue operations and eligible households will still receive monthly benefits for October. The authority to make October benefit payments comes from the Recovery Act, through which Congress provided "such sums as are necessary" to finance the SNAP benefit provided for in the Recovery Act. In addition, about $2 billion in contingency funding will be available and could be used to support State Administrative activities essential to continue the program and issue and process benefits. These contingency funds were provided in the FY 2013 appropriation and do not expire until the end of FY 2014.

- No additional federal funds would be available to support the Special Supplemental Nutrition Program for Women, Infants and Children (WIC)'s clinical services, food benefits and administrative costs. States may have some funds available from infant formula rebates or other sources, including spendforward authority, to continue operations for a week or so, but States would likely be unable to sustain operations for a longer period. Contingency funds will be available to help States – but even this funding would not fully mitigate a shortfall for the entire month of October.

- The Child Nutrition (CN) Programs, including School Lunch, School Breakfast, Child and Adult Care Feeding, Summer Food Service and Special Milk will continue operations into October. Meal providers are paid on a reimbursement basis 30 days after the end of the service month. Limited carryover funding will be available during a lapse to support FY 2014 meal service. Once an appropriation is enacted, we expect additional resources will be available to reimburse October performance. In addition, most State agencies will continue to have fiscal year 2013 funds available for State Administrative Expenses (SAE). SAE funds are awarded to States for a two year grant period and they are permitted to carryover up to 20 percent of their allocation into the second year of the grant period.

- No additional federal funds would be available to support the Commodity Assistance Programs (CAP) including the Commodity Supplemental Food Program (CSFP), The Emergency Food Assistance Program (TEFAP) administrative funding, and the WIC Farmers' Markets Nutrition Program (FMNP). Similarly, no new funds will be available to support the Food Distribution Program on Indian Reservations (FDPIR). While there would be some inventory available for use in food packages, no carryover, contingency or other funds would be available to support continued operations.

In discussion with USDA Officials, this plan is based on the following assumptions:

1. All employees will report to their regular duty station in accordance to their normal work schedule on DDAY.
2. Appropriate notification will be provided to employees to properly shutdown and secure assets.
3. Internal systems will remain operational. A subsequent decision will be made by the Department determining partial or full system shutdown. As a result, the list of excepted personnel may need to be adjusted.

4. Human Resource, Facilities and Financial Management as well as Disaster Assistance personnel may be called in pending subsequent decisions made by the Department.

Plan details are included in the following categories:
Category A—Agency Summary
Category B—Agency Administration Critical Tasks
Category C—Regional Administration Critical Tasks
Category D—Human Resources Critical Tasks
Category E—Information Technology Critical Tasks
Category F—Financial Management Critical Tasks
Category G—Facilities Management Critical Tasks
Category H—Contracts Management Critical Tasks
Category I—List of Excepted Personnel (Orderly Shutdown and Maintain Critical Operations)
Category J—Information Technology Reconstitution Critical Tasks
Category K—Estimated Employment by Category

Footnote:

Definitions for Categories

DDAY – Date the Continuing Resolution expires – Midnight, Monday, September 30, 2013.
RDAY – Reconstitute Day

Category A - Agency Summary

Function	Task	Owner	% Complete	Status
Agency Adminisration	Employee Notification/Shutdown	Administrator, AAMTF, AASNAP, AASNP, AAPOS, CNPP Executive Director	0%	
	Confirm Employees have received and successfully completed shutdown as directed			
Regional Operations	State/Partner Notifications	AAROS	0%	
	Human Resources			
	Facilities			
	Retailer Operations Division			
	Information Technology			
Human Resources	Content Finalized	DAM	0%	
	Prepare			
	Communicate			
	Time and Attendance			
Information Technology	Remote Access	CIO	0%	
	Internal Systems			
	External Systems			
	Telecommunications			
Financial Management	Administrative Operations	CFO	0%	
	Accounting			
	Grants			
	SNAP			
	SNP			
	CAP			
Facilities	Fleet Management Transportation	DAM	0%	
	Mail Management			
	Logistics and Facilities Management			
	Security Management			
	Personal Property Management			
Contracts	Notify Vendors, Issue Letters	DAM	0%	

Category B - Agency Administration - Critical Tasks

				Date		#	Responsible Personnel			%	
	Task	Owner	Dependencies	Start	End	Hours	Empl	Contr	Names	Complete	Status
1	Submit for Clearance/Action	AA	Notification from Administrator, COO	DDAY-4	DDAY-2				AAMTF	0%	
	Letters to States/Partners			DDAY-4	DDAY-2		2		AASNP, AASNAP		
	Website Contingency Plan			DDAY-4	DDAY-2		1		AAMTF		
	Contingency Plan Communique for OC			DDAY-1	DDAY-1		1		AAMTF		
2	Communicate Information to Program Operators/Partners	AAROS		DDAY-1	DDAY-1		9		AASNP, AASNAP, RASERO, RAMPRO, RAWRO, RAMARO, RAMWRO, RANERO, RASWRO, DIRECTOR ROD	0%	
	Letters regarding SNP and SNAP Programs sent to States, Partners			DDAY-1	DDAY-1		9		AASNP, AASNAP, RASERO, RAMPRO, RAWRO, RAMARO, RAMWRO, RANERO, RASWRO		
	SNAP Recipient Hotline @ POC is complete - English/Spanish Message on the Hotline Telephone	AA		DDAY-1	DDAY-1		1		AASNAP	0%	
3	Confirm Critical Contact List is current	AA		DDAY-1	DDAY-1		1		AAMTF	0%	
	Food Recall - FDA, FSIS	AA					1			0%	
4	Confirm Employees have received and successfully completed shutdown as directed	AA	Notification from Administrator, COO	DDAY	DDAY+3		8		AO(Chief of Staff), AAMTF/COO, AASNP (CN/SNAS), AASNAP, AAPOS, AAROS (RA/ROD), DAM (includes IT), CIO, CFO, CNPP Executive Director	0%	

Category C - Regional Operations - Critical Tasks

				Date		#	Responsible Personnel			%	
	Task	Owner	Dependencies	Start	End	Hours	Empl	Contr	Names	Complete	Status
1	Communicate to Program Operators	AAROS	Notification from COO	DDAY-1	DDAY-1		7		RA NERO, RA MARO, RA SERO, RA MWRO, RA SWRO, RA MPRO, RA WRO, DIRECTOR ROD	0%	
	SNAP										
	SNP										
2	Human Resource Management	AAROS	Notification from COO	DDAY	DDAY+3		7		RA NERO, RA MARO, RA SERO, RA MWRO, RA SWRO, RA MPRO, RA WRO, DIRECTOR ROD	0%	
	Confirm Employee Notification										
	Acknowledge Supervisor Notification										
	Oversee excepted personnel										
	Confirm Orderly Shutdown complete										
	Confirm T&A completed										
3	Facilities Management	AAROS	Notification from COO	DDAY	DDAY+3		7		RA NERO, RA MARO, RA SERO, RA MWRO, RA SWRO, RA MPRO, RA WRO, DIRECTOR ROD	0%	
	Close out all Mail Activities										
	Notify USPS, UPS, FED-EX										
	Notify employees to clean appliances, clear food from offices and common areas.										
	Notify all vendors- deliveries- service contractors of shut down										
	Notify all employees to execute maximum Physical Security measures – lock and secure personal items – safeguard office equipment										
	Unplug all small appliances including communal areas										
	Close out Personal Property Actions										
	Notify all requestors and vendors of credit card holder’s account status.										
	Reconcile all expense Credit Card purchases and pending orders										

Category C - Regional Operations - Critical Tasks

	Task	Owner	Dependencies	Date		#	Responsible Personnel			%	
				Start	End	Hours	Empl	Contr	Names	Complete	Status
	Shut down building Logistics and Facility operational support										
	Top off all vehicles – PMCS - Parked Locked and all equipment removed - Secure Keys										
	Validate Bldg Security Monitoring										
4	Information Technology Management	AAROS	Notification from COO	DDAY	DDAY+3		7		RA NERO, RA MARO, RA SERO, RA MWRO, RA SWRO, RA MPRO, RA WRO, DIRECTOR ROD	0%	
	Confirm all critical tasks performed by OIT staff are complete										
	Confirm Field Office/Retailer Hotline Message is recorded on the voicemail informing retailers about SNAP benefits										
5	Final Report	AAROS	Notification from COO	DDAY	DDAY+3		7		RA NERO, RA MARO, RA SERO, RA MWRO, RA SWRO, RA MPRO, RA WRO, DIRECTOR ROD	0%	
	Contact AAROS (via telephone) to confirm all actions are complete										

Category D - Human Resource Management Critical Tasks

				Date		#	Responsible Personnel			%	
	Task	Owner	Dependencies	Start	End	Hours	Empl	Contr	Names	Complete	Status
1	Prepare	DAM	Notification from COO	DDAY-3	DDAY-1				HR Director, CFO	0%	
	Identify employees who are excepted from Furlough (by name) (by category: Appointed by President; Non-Career SES; Schedule C political appointees)										
	Identify organizational structure changes including abolished positions										
	Identify Orderly Shutdown Personnel (by name)										
	Identify employees on temporary quarters (by name)										
2	Union Briefing on Contingency Plan	DAM	Union Request	DDAY-3	DDAY-1	4	1		HR Director, TBD	0%	
3	Communicate	DAM	Notification from COO	DDAY-3	DDAY-1	4	1		HR Director, TBD	0%	
	Employee Notification										
	Supervisor Notification										
	Email from Administrator to All Supervisors - Shutdown Procedures, Q&A, etc.										
	Email from Administrator to All Employeees										
	Email from Administrator to Regional Administrators										
	Notify personnel on travel or preparing to travel										
	Orderly Shutdown Personnel Notification										
	Excepted Personnel Notification										
	Update MIR3 Employee contact information										
4	Communicate	DAM	Notification from COO	DDAY-1	DDAY	1	1		HR Director, HR Specialist	0%	
	Notify Supervisors to give verbal notification to excepted personnel, include shutdown instructions										
	Notify Unions - List of Excepted personnel										
	Notify Excepted Personnel										
	Notify All Non-Excepted Personnel, Shutdown Package										
5	Time & Attendance	DAM	Notification from COO	DDAY-1	DDAY+1	8	1		HR Director, Master Timekeeper	0%	
	Coordinate with ARC, NFC										
	Notify timekeepers (reminder regarding closing out previous pay period)										
	Process Non-Excepted personnel T&A										
	Process Essential Orderly Shutdown personnel T&A										

Assumptions:

1 Excepted Employee Definition--

Employees who are excepted from furlough by law because they are (1) performing emergency work involving safety of human life or protection of property, (2) involved in the orderly suspension of agency operations, or (3) performing other functions exempted from the furlough.

Excepted activities include:

- law enforcement
- those that protect health and safety
- those financed from available funds such as trust funds or carry-over funds
- those that protect life and property
- those necessary to begin shutdown of other activities.

2 All employees not needed for an orderly suspension of operations or to perform identified excepted activities **must** be placed in a furlough status.

Category E - Information Technology - Critical Tasks

					Date			Essential Personnel			%	
	Task	Owner	Location	Dependencies	Start	End	Hours	Empl	Contr	Names	Complete	Status
1	Disable Remote Access	CIO		Notification from COO							0%	
	Place guidance on Public website		POC		DDAY	DDAY+1	2	1	0	Web Master		
	Disable VPN		POC		Remains Operational			2	1	Technology Division Director, Network Engineer (2), CNSI		
	Disable Citrix		POC		Remains Operational			2	1	Technology Division Director, Network Engineer (2), CNSI		
2	Internal Systems	CIO									0%	
	Gateway Servers		POC		Remains Operational			2	3	Technology Division Director, Network Engineer (2), CNSI		
	File Servers		POC/Regions/FO		Remains Operational			12	4	Technology Division Director, Network Engineering and Operations Branch Chief, Network Engineering and Operations Deputy Branch Chief, Network Engineer (4), Destop Services Deputy Branch Chief, Telecom Specialist, Desktop Services Specailist (2), CNSI		
	Citrix		POC		Remains Operational			2	3	Technology Division Director, Network Engineer (2), CNSI		
	Office Communicator		POC		Remains Operational			2	3	Technology Division Director, Network Engineer (2), CNSI		
	Live Meeting		POC		Remains Operational			2	3	Network Engineers (2), CNSI		
	Servers											
	Alloy				Remains Operational			2	3	Technology Division Director, Network Engineer (2), CNSI		
	Solar Winds		POC		Remains Operational			2	3	Technology Division Director, Network Engineer (2), CNSI		

Category E - Information Technology - Critical Tasks

				Date			Essential Personnel			%	
Task	Owner	Location	Dependencies	Start	End	Hours	Empl	Contr	Names	Complete	Status
Symantic Anti Virus		POC		Remains Operational			2	3	Technology Division Director, Network Engineer (2), CNSI		
Print Servers		POC		Remains Operational			2	3	Technology Division Director, Network Engineer (2), CNSI		
Virtual File Manager		POC		Remains Operational			2	3	Technology Division Director, Network Engineer (2), CNSI		
Internet/Intranet Servers		POC		Remains Operational			2	3	Technology Division Director, Network Engineer (2), CNSI		
Big Fix		POC		Remains Operational			2	3	Technology Division Director, Network Engineer (2), CNSI		
Linc Pass		POC		Remains Operational			2	3	Technology Division Director, Network Engineer (2), CNSI		
Virtual Manager		POC		Remains Operational			2	3	Technology Division Director, Network Engineer (2), CNSI		
Active Roles Server		POC		Remains Operational			2	3	Technology Division Director, Network Engineer (2), CNSI		
DHCP		POC		Remains Operational			2	3	Technology Division Director, Network Engineer (2), CNSI		
DNS		POC		Remains Operational			2	3	Technology Division Director, Network Engineer (2), CNSI		
Child Domain Controllers		POC		Remains Operational			2	3	Technology Division Director, Network Engineer (2), CNSI		
Root Domain Controllers		POC		Remains Operational			2	3	Technology Division Director, Network Engineer (2), CNSI		
NetApp		POC		Remains Operational			2	3	Technology Division Director, Network Engineer (2), CNSI		
VMware Appliance		POC		Remains Operational			2	3	Technology Division Director, Network Engineer (2), CNSI		

Category E - Information Technology - Critical Tasks

				Date			Essential Personnel			%	
Task	Owner	Location	Dependencies	Start	End	Hours	Empl	Contr	Names	Complete	Status
Security Servers		POC		Remains Operational			2	3	Technology Division Director, Network Engineer (2), CNSI		
VPN		POC		Remains Operational			1	2	Telecom Branch Chief, Telecom Specialist, CNSI		
Net Scout		POC		Remains Operational			1	2	Technology Division Director, Network Engineering and Operations Branch Chief, Network Engineering and Operations Deputy Branch Chief, Network Engineer (2), Destop Services Deputy Branch Chief, Telecom Specialist (2), Desktop Services Specailist (2), CNSI		
VoIP Phone Systems		POC/Regions		Remains Operational			8	2	Technology Division Director, Network Engineering and Operations Branch Chief, Network Engineering and Operations Deputy Branch Chief, Network Engineer (2), Destop Services Deputy Branch Chief, Telecom Specialist (2), Desktop Services Specailist (2), CNSI		
Remote Desktop		POC		Remains Operational			1	2	Telecom Branch Chief, Telecom Specialist, CNSI		

Category E - Information Technology - Critical Tasks

				Date			Essential Personnel			%	
Task	Owner	Location	Dependencies	Start	End	Hours	Empl	Contr	Names	Complete	Status
Routers		POC/Regions		Remains Operational			11	3	Technology Division Director, Network Engineering and Operations Branch Chief, Network Engineering and Operations Deputy Branch Chief, Network Engineer (4), Destop Services Deputy Branch Chief, Telecom Specialist, Desktop Services Specailist (2), CNSI		
Switches		POC/Regions		Remains Operational			11	3	Technology Division Director, Network Engineering and Operations Branch Chief, Network Engineering and Operations Deputy Branch Chief, Network Engineer (4), Destop Services Deputy Branch Chief, Telecom Specialist, Desktop Services Specailist (2), CNSI		
Core Router		POC		Remains Operational			1	2	Telecom Branch Chief, Telecom Specialist, CNSI		
Backup File Share		SWRO		Remains Operational			2	0	Network Engineering and Operations Branch Chief, Network Engineer		
Backup VoIP		SWRO		Remains Operational			2	0	Network Engineering and Operations Branch Chief, Network Engineer		
Backup IPAS		SWRO		Remains Operational			2	0	Network Engineering and Operations Branch Chief, Network Engineer		
Backup NDB		SWRO		Remains Operational			2	0	Network Engineering and Operations Branch Chief, Network Engineer		

Category E - Information Technology - Critical Tasks

					Date			Essential Personnel			%	
	Task	Owner	Location	Dependencies	Start	End	Hours	Empl	Contr	Names	Complete	Status
	Backup Cirix		SWRO		Remains Operational			2	0	Network Engineering and Operations Branch Chief, Network Engineer		
	Backup NetApp		SWRO		Remains Operational			2	0	Network Engineering and Operations Branch Chief, Network Engineer		
3	External Systems	CIO									0%	
	NDB		POC		Remains Operational			1	1	Financial Systems Director, AcuSys		
	Intranet		POC		Remains Operational			2	0	Portfolio Management Division Director, Application Development Branch Chief, Application Developer		
	IPAS		POC	ASAP and Treasury EFT must work for IPAS to work	Remains Operational			1	2	Financial Systems Director, Deloitte		
	ALERT		POC		Batch processing remains Operational			2	1	Portfolio Management Division Director, Sr. Program Manager, Network Engineer, SRA		
	FPRS		POC		Remains Operational			1	2	Portfolio Management Division Director, Program Management Branch Chief, ASC		
	eDRS		NITC		DDAY	DDAY+5	2	1	2	Portfolio Management Division Director, Program Management Branch Chief, ASC		
	Public Web		NITC		Remains Operational			1	2	Portfolio Management Division Director, Program Management Branch Chief, ASC		
	Partner Web		NITC		Remains Operational			1	2	Portfolio Management Division Director, Program Management Branch Chief, ASC		
	SNAP Retailer Locator		Amazon		DDAY	DDAY+5	2	0	1	Sr. Program Manager, ESRI		

Category E - Information Technology - Critical Tasks

				Date			Essential Personnel			%	
Task	Owner	Location	Dependencies	Start	End	Hours	Empl	Contr	Names	Complete	Status
STARS		POC		Batch processing remains Operational			2	1	Portfolio Management Division Director, Sr. Program Manager, Network Engineer, Ventera, NITC		
WIC TIP		NITC		DDAY	DDAY+5	2	2	1	Portfolio Management Division Director, Sr. Program Manager, Network Engineer, Ventera, NITC		
WIC UPC		NITC		DDAY	DDAY+5	2	2	1	Portfolio Management Division Director, Sr. Program Manager, Network Engineer, Ventera, NITC		
SNAP Pre-Screening		NITC		DDAY	DDAY+5	2	3	0	Portfolio Management Division Director, Sr. Program Manager, Network Engineer, Ventera, NITC		
ME Tool		NITC		DDAY	DDAY+5	2	2	1	Portfolio Management Division Director, Sr. Program Manager, Network Engineer, NITC		
FAST Framework		NITC		DDAY	DDAY+5	2	2	1	Portfolio Management Division Director, Sr. Program Manager, Network Engineer, Ventera, NITC		
SNAPQCS		NITC		DDAY	DDAY+5	2	2	1	Portfolio Management Division Director, Sr. Program Manager, Network Engineer, NITC		
CN Database		NITC		DDAY	DDAY+5	2	2	1	Portfolio Management Division Director, Sr. Program Manager, Network Engineer, Ventera, NITC		
FSQCS		NITC		DDAY	DDAY+5	2	0	1	NITC		
e-COS		NITC/POC		DDAY	DDAY+5	2	1	1	Network Engineer, NITC		
MyPlate		NITC		DDAY	DDAY+5	2	0	1	NITC		
Supertracker		NITC		DDAY	DDAY+5	2	0	1	NITC		

Category E - Information Technology - Critical Tasks

					Date			Essential Personnel			%	
	Task	Owner	Location	Dependencies	Start	End	Hours	Empl	Contr	Names	Complete	Status
	ROAP		MARO/NITC		Remains Operational			1	0	Portfolio Management Division Director, Sr. Program Manager, Network Engineer, Application Developer		
	AIS		MPRO		DDAY	DDAY+3	4	1	0	Portfolio Management Division Director, Sr. Program Manager, Network Engineer, Application Developer		
4	Telecommunications	CIO									0%	
	Cellphones/Droids/Iphones/Ipads		POC		DDAY	DDAY+5	4	2	0	Technology Division Director, Telecom Branch Chief		
	AT&T Circuits		POC		Remains Operational			2	0	Technology Division Director, Telecom Branch Chief		

NOTE: Email & Office Communicator is soley operated by the Departement and expected to remain operational

Summary List of Systems to remain operational: Intranet, IPAS, ROAP

1. Remote Access - Will be needed for Excepted personnel; CNSI contract will be needed on call status to support

2. Internal Systems - Will needed for excepted personnel; CNSI & Deloitte contracts will be needed on call status to support

3. External systems - Will be needed for excepted personnel;

-- IPAS: Deloitte personnel will be on call
-- Intranet: ADB personnel will be on call
-- ROAP: ADB personnel will be on call
-- ALERT & STARS: SRA & VENTERA personnel will be on call

Category F - Financial Management Critical Tasks

				Date		#	Responsible Personnel			%	
	Task	Owner	Dependencies	Start	End	Hours	Empl	Contr	Names	Complete	Status
	Administrative Operations	CFO	Notification from COO	DDAY-3	DDAY-1		2		Chief Accounting Officer	0%	
	Notify Dept - Purchase card holder/purchase card #										
	Clear vendor payments										
	Clear other payments										
	Submit TDY guidance through clearance process										
	Identify travel exposures										
	Distribute cleared TDY guidance to Supervisors										
	Approve TDY Vouchers										
	Accounting	CFO		DDAY-2	DDAY		2		Accounting Operations and & Fiscal Services Branch, Accountant	0%	
	Support Payments (ASAP, EBT, ROAP-SPS)										
	Debt collection										
	SNAP	CFO									
	SNAP - Benefits			DDAY	DDAY +31		1		Branch Chief Program Budget	0%	

SNAP - SAE			DDAY	DDAY +31		1		Branch Chief Program Budget		
TEFAP - Food			DDAY	DDAY		1		Branch Chief Program Budget	0%	
FDPIR - Admin			DDAY	DDAY		1		Branch Chief Program Budget	0%	
FDPIR - Food			DDAY	DDAY		1		Branch Chief Program Budget	0%	
WIC	CFO									
WIC Grants to States			DDAY	DDAY		1		Branch Chief Program Budget	0%	
Child Nutrition Programs	CFO									
National School Lunch Program			DDAY	DDAY		1		Branch Chief Program Budget	0%	
School Breakfast Program			DDAY	DDAY		1		Branch Chief Program Budget	0%	
Child and Adult Care Food Program			DDAY	DDAY		1		Branch Chief Program Budget	0%	
Summer Food Service Program			DDAY	DDAY		1		Branch Chief Program Budget	0%	
Special Milk Program			DDAY	DDAY		1		Branch Chief Program Budget	0%	

State Admin. Expenses			DDAY	DDAY		1		Branch Chief Program Budget	0%	
Fresh Fruit and Vegetable Program			DDAY	DDAY		1		Branch Chief Program Budget	0%	
CAP	CFO									
Farmers Market Nutrition Program			DDAY	DDAY		1		Branch Chief Program Budget	0%	
Senior Farmers Market Nutrition Program			DDAY	DDAY		1		Branch Chief Program Budget	0%	
TEFAP Admin			DDAY	DDAY		1		Branch Chief Program Budget	0%	
Commodity Supplemental Food Program - Admin			DDAY	DDAY		1		Branch Chief Program Budget	0%	
Commodity Supplemental Food Program - Food			DDAY	DDAY		1		Branch Chief Program Budget	0%	

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• No additional federal funds would be available to support the Special Supplemental Nutrition Program for Women, Infants and Children (WIC)'s clinical services, food benefits and administrative costs. States may have some funds available from infant formula rebates or other sources, including spendforward authority, to continue operations for a week or so, but States would likely be unable to sustain operations for a longer period. Contingency funds will be available to help States – but even this funding would not fully mitigate a shortfall for the entire month of October.

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• No additional federal funds would be available to support the Commodity Assistance Programs (CAP) including the Commodity Supplemental Food Program (CSFP), The Emergency Food Assistance Program (TEFAP) administrative funding, and the WIC Farmers' Markets Nutrition Program (FMNP). Similarly, no new funds will be available to support the Food Distribution Program on Indian Reservations (FDPIR). While there would be some inventory available for use in food packages, no carryover, contingency or other funds would be available to support continued operations.

Category G - Facility Management Critical Tasks

	Task	Owner	Dependencies	Date		#	Responsible Personnel			%	
				Start	End	Hours	Empl	Contr	Names	Complete	Status
1	Fleet Management Transportation	DAM	Notification from COO							0%	
	Shuttle and Executive Vehicles - Stage for Reactivation			DDAY	DDAY+3	4	2		Logistics Director		
	Notify employees of impending end of shuttle run services										
	Top off all vehicles – PMCS - Parked Locked and all equipment removed										
	Complete and sign trip report for close out										
	Turn in keys and close out Driver's log										
	Check with Security to validate key lock system is secure										
	Ensure any transported customers are returned										
2	Mail Management	DAM	Notification from COO							0%	
	Close out All Mail Activities			DDAY	DDAY+3	4	2		Space and Real Property Specialist, Mailroom Manager		
	Notify Department mail of pending shut down of CMU										
	Notify all employees and regions of pending shut down and close out of CMU										
	Notify USPS, FED-EX, UPS, all account holders and Fund managers of CMU shut down										
	No new mail postured or processed, only what is received.										
	All customers cease mail distribution until further notice										
	Deliver all existing mail in CMU										
	No new mail accepted unless emergency										
	Record all meter readings, postage, and expenditure data										
	Close out all register and control mail including courier										
	Release employees from activity										
3	Logistics and Facilities Management	DAM	Notification from COO							0%	
	Shut down building Logistics and Facility operational support			DDAY	DDAY+3	4	2		Logistics Director, TBD		
	LMFD sends our notice of impending shutdown of building logistics support operations										
	LFMD sends message to Regions, GSA, DM, of pending shut down										
	LFMD notifies Cambridge of pending shut down as of COB, and determines level of HVAC & support needed during the shut down										
	LFMD notifies Security to shut down key passes as of COB										
	LFMD notifies Cambridge that cleaning service – no access after 24 hrs										
	LFMD notifies MAPs to turn off garage access as of COB										
	LFMD notifies employees to clean appliances, clear food from offices and common areas.										
	Visually check Supply room inventory and close out operations.										
	LFMD request security to check all office doors at COB										
	LFMD notifies all vendors- deliveries- service contractors of shut down										
	Notify all employees – Regions – to execute maximum Physical Security measures – lock and secure personal items – safeguard office equipment										
	Unplug all small appliances including communal areas										
	Notify Union Representative of employee release pending shut down										
	Validate all records, keys, sensitive items locked in key control safe and file.										
	Notify Regions, GSA, Department of pending shut down – potential impact of construction projects progress										
4	Security Management	DAM	Notification from COO							0%	
	Shut down building Logistics and Facility operational support			DDAY	DDAY+3	4	2		Physical Security Team Leader, Security Officer		
	LFMD sends message of pending office shut down and security checks										
	Shut down all key access cards and garage passes as of COB										
	Establish two person team one monitor camera other roving guard										
	Security check all internal and external doors, vehicles, entrances and exits.										

Category G - Facility Management Critical Tasks

	Task	Owner	Dependencies	Date		#	Responsible Personnel			%	
				Start	End	Hours	Empl	Contr	Names	Complete	Status
	Security check all offices the following day										
	Notify FPS of FNS building status and establish and validate a plan of action with POCs if emergency outside of normal.										
	Validate protocol rosters, Director, DAM and AA										
	Validate emergency contact list of building management										
	Initiate security watch using two person team										
	Maintain security for excepted employees						1		Security Lead		
5	Personal Property Management	DAM	Notification from COO							0%	
	Close out Personal Property Actions			DDAY	DDAY+3	3	1		Property Management Officer		
	Issue property passes to all employees desiring to take Government property home										
	Clear all pending employees permanently departing FNS, temps, contractors, FTEs										
	Notify vendors to stop deliveries scheduled- rescheduled TBD										
	Reconcile all expense Credit Card purchases and pending orders										
	Notify all requestors and vendors of LFMD credit card holder's account status.										

Category H - Contracts Management Critical Tasks

			Date		#	Responsible Personnel			%	
Task	**Owner**	**Dependencies**	**Start**	**End**	**Hours**	**Empl**	**Contr**	**Names**	**Complete**	**Status**
Prepare Notifications	DAM								0%	
Gather information from COR's for all contracts		Notification from COO	DDAY-5	DDAY-1	32-40	4		Contracts Director, (4) Contracting Officers		
Determine contractors that are Complete Stop Work Order, Partial Stop Work Order, No Stop Work Order										
Finalize Notifications to contractors										
Distribute Notifications	DAM	Notification from COO	DDAY	DDAY	1	1		Contracts Director	0%	
Notify Contractors - Complete Stop Work Orders										
Notify Contractors - Partial Stop Work Orders										
Notify Contractors - No Stop Work Orders										

Questions to determine contract suspension:
Identify mission critical agency projects
A. Why is the project mission critical?
B. Will there be COR for oversight virtual or in person?

Questions for Program Contracts ongoing or upcoming:
A. Why is the work mission critical?
B. What is the contractor currently working on?
C. What percentage of the work remains to be completed?

A spreadsheet will be provided by CMD

NOTE: COR's may be recalled during shutdown to perform critical duties

Category I - List of Excepted Personnel

	Excepted (Essential for Orderly Shutdown)		Excepted Personnel (Maintain Critical Functions)	
FUNCTION	**Federal**	**Contractor**	**Federal - Appropriated**	**Federal - Non Appropriated**
Agency Administration	Administrator, Chief of Staff, Senior Policy Advisor, CNPP Executive Director		Administrator	
Supplemental Nutrition Assistance Program	Associate Administrator, Deputy Associate Administrator, Program Development Division Director, Retail Policy Division Director, Program Accountability Division Director, Senior Policy Advisor		NOTE: Based on subsequent events and the duration of shutdown may generate a potential need to recall staff to perform critical functions	
Special Nutrition Programs	Associate Administrator, Food Safety Division Director, Food Distribution Division Director, Child Nutrition Division Director, Supplemental Food Program Division Director, Senior Policy Advisors (2), SNP Administrative Officer		Food Safety Division Director, CN Director, 34 Personnel associated with pre-appropriated funds. NOTE: Based on subsequent events and the duration of shutdown may generate a potential need to recall staff to perform critical functions	
Office of Policy and Support	Associate Administrator, Director Special Nutrition Research & Analysis, Director SNAP Resserach and Analysis		NOTE: Based on subsequent events and the duration of shutdown may generate a potential need to recall staff to perform critical functions	

Category I - List of Excepted Personnel

	Excepted (Essential for Orderly Shutdown)		Excepted Personnel (Maintain Critical Functions)	
FUNCTION	**Federal**	**Contractor**	**Federal - Appropriated**	**Federal - Non Appropriated**
Office of Communications	Communications Director, External & Governmental Affairs Director		Communications Director, NOTE: Based on subsequent events and the duration of shutdown may generate a potential need to recall staff to perform critical functions	
Civil Rights Division	Director Civil Rights			

Category I - List of Excepted Personnel

	Excepted (Essential for Orderly Shutdown)		Excepted Personnel (Maintain Critical Functions)	
FUNCTION	**Federal**	**Contractor**	**Federal - Appropriated**	**Federal - Non Appropriated**
Regional Operations	AAROS, DAAROS, Director, Office of Emergency Management, Northeast Regional Administrator, Northeast Deputy Regional Administrator, NERO SNAP Director, NERO SNP Director, NERO FM Director, FM Staff (2), MidAtlantic Regional Administrator, MidAtlantic Deputy Regional Admninistrator, MARO SNAP Director, MARO SNP Director, MARO FM Director, FM Staff (2), Southeast Regional Administrator, Southeast Deputy Regional Administrator, SERO SNAP Director, SERO SNP Director, SERO FM Director, FM Staff (2), Southwest Regional Administrator, Southwest Deputy Regional Administrator, SWRO SNAP Director, SWRO SNP Director, SWRO FM Director, FM Staff (2), Midwest Regional Administrator, Midwest Deputy Regional Administrator, Director, MWRO SNP Director, MWRO FM Director, FM Staff (2), Mountain Plains Regional Administrator, Mountain Plains Deputy Regional Administrator, MPRO SNAP Director, MPRO SNP Director, MPRO FM Director, FM Staff (2), MPRO SNAP Operations Branch Chief (DSNAP), Western Regional Administrator, Western Deputy Regional Administrator, WRO SNP Director, WRO FM Director, FM Staff (2), Director of ROD, Deputy Director of ROD, Regional Union Representatives (7),		Director, Office of Emergency Management, Northeast Regional Administrator, Southeast Regional Administrator, Midwest Regional Administrator, Southwest Regional Administrator, Mountain Plains Regional Administrator, Mid-Atlantic Regional Administrator, Western Regional Administrator, NOTE: Based on subsequent events and the duration of shutdown may generate a potential need to recall staff to perform critical functions	

Category I - List of Excepted Personnel

	Excepted (Essential for Orderly Shutdown)		Excepted Personnel (Maintain Critical Functions)	
FUNCTION	**Federal**	**Contractor**	**Federal - Appropriated**	**Federal - Non Appropriated**
Management, Technology & Finance	Associate Administrator/Chief Operating Officer, Chief Staff Officer, Enterprise Performance Improvement Manager		Associate Administrator/Chief Operating Officer, Chief Staff Officer	
Management	Deputy Administrator for Management		Deputy Administrator for Management	
Human Resources	Director of Human Resources, Human Resources Specialist (2), Master Timekeeper	NFC	Director of Human Resources	

Category I - List of Excepted Personnel

	Excepted (Essential for Orderly Shutdown)		Excepted Personnel (Maintain Critical Functions)	
FUNCTION	**Federal**	**Contractor**	**Federal - Appropriated**	**Federal - Non Appropriated**
Information Technology	Deputy Chief Information Officer, Portfolio Management Division Director, Application Development Branch Chief, (4) Application Developers, Web Master, Program Management Branch Chief, (6) Sr. Program Managers, Technology Division Director, Network Operations Branch Chief, Network Operations Deputy Branch Chief, (2) Network Engineers, Desktop Services Deputy Branch Chief, Telecom Branch Chief, (1) Telecom Specialist, Director Information Security Office, Deputy Information Security Officer	CNSI, AcuSys, Deloitte, SRA, Ventera, ESRI, NITC, Ambit, Blackstone VENDOR SUPPORT: Telecom Specialist, CNSI, Desktop Services Specialist (2), CNSI Network Engineer (2), CNSI Financial Systems PM, Panum AcuSys Contractor, Deloitte Contractor, ESRI Contractor, IT Con Contractor, Blackstone Contractor, CounterPointe Contractor, AceInfo Contractor, Ventera Contractor, Ambit Contractor (5) Desktop Services Specialists, Deloitte ISO Support	Chief Information Officer, Portfolio Division Director, Network Engineers (2), Information Security Specialists (2)	
Financial Management	Chief Financial Officer, Chief Accounting Officer, Chief Budget Officer, Program Budget Chief, FM (SNAP), FM (WIC), FM (CN), FM Specialists (3), Accounting Division Certifying Officer, Accounting Systems BC		Chief Financial Officer, Chief Budget Officer, Accounting Division Certifying Officer NOTE: Based on subsequent events and the duration of shutdown may generate a potential need to recall staff to perform critical functions	

Category I - List of Excepted Personnel

	Excepted (Essential for Orderly Shutdown)		Excepted Personnel (Maintain Critical Functions)	
FUNCTION	**Federal**	**Contractor**	**Federal - Appropriated**	**Federal - Non Appropriated**
Facilities Management	Logistics and Facility Management Director, Space and Real Property Specialist/Mail Manager, Security Team Leader, Property Management Officer		Logistics and Facility Management Director, Security Team Lead, NOTE: Based on subsequent events and the duration of shutdown may generate a potential need to recall staff to perform critical functions	
Contracts Management	Contracts Director, (4) Contract Officers		Contracts Director, Operations Branch Chief, NOTE: Based on subsequent events and the duration of shutdown may generate a potential need to recall staff to perform critical functions	
HQ Union Office	HQ Union Officer			

Category J - Reconstitution - Critical Tasks

					Date			%	
	Task	Owner	Location	Dependencies	Start	End	Hours	Complete	Status
1	Internal Systems	Rory Schultz						0%	
	Core Router		POC		RDAY	RDAY	4		
	Switches		POC/Regions		RDAY	RDAY	4		
	Routers		POC/Regions		RDAY	RDAY	4		
	Remote Desktop		POC		RDAY	RDAY	4		
	VoIP Phone Systems		POC/Regions		RDAY	RDAY	4		
	Net Scout		POC		RDAY	RDAY	4		
	VPN		POC		RDAY	RDAY	4		
	Security Servers		POC		RDAY	RDAY	4		
	VMware Appliance		POC		RDAY+1	RDAY+1	4		
	NetApp		POC		RDAY+1	RDAY+1	4		
	Root Domain Controllers				RDAY+1	RDAY+1	4		
	Child Domain Controllers		POC		RDAY+1	RDAY+1	4		
	DNS		POC		RDAY+1	RDAY+1	4		
	DHCP		POC	Must be on before POC apps can be brought up	RDAY+1	RDAY+1	4		
	Email		POC		RDAY+1	RDAY+1	4		
	Gateway Servers		POC		RDAY+1	RDAY+1	4		
	Active Roles Server		POC		RDAY+1	RDAY+1	4		
	Virtual Manager		POC		RDAY+1	RDAY+1	4		
	Linc Pass		POC		RDAY+2	RDAY+2	4		
	Big Fix		POC		RDAY+2	RDAY+2	4		
	Internet/Intranet Servers		POC		RDAY+2	RDAY+2	4		
	Virtual File Manager		POC		RDAY+2	RDAY+2	4		
	Print Servers		POC		RDAY+2	RDAY+2	4		
	Symantic Anti Virus		POC		RDAY+2	RDAY+2	4		
	Solar Winds		POC		RDAY+2	RDAY+2	4		
	Alloy		POC		RDAY+2	RDAY+2	4		
	Live Meeting		POC		RDAY+2	RDAY+2	4		
	Office Communicator		POC		RDAY+2	RDAY+2	4		
	Citrix		POC		RDAY+2	RDAY+2	4		
	File Servers		POC/Regions/FO		RDAY+1	RDAY+2	4		
	Backup NetApp		SWRO		RDAY	RDAY	4		
	Backup Cirix		SWRO		RDAY	RDAY	4		
	Backup NDB		SWRO		RDAY	RDAY	4		
	Backup IPAS		SWRO		RDAY+1	RDAY+1	4		
	Backup VoIP		SWRO		RDAY+1	RDAY+1	4		
	Backup File Share		SWRO		RDAY+1	RDAY+1	4		

Category J - Reconstitution - Critical Tasks

	Task	Owner	Location	Dependencies	Date			%	
					Start	End	Hours	Complete	Status
2	External Systems	Jacquie Butler						0%	
	NDB		POC		RDAY+1	RDAY+1	4		
	Intranet		POC		RDAY+1	RDAY+1	4		
	IPAS		POC	ASAP and Treasury EFT must work for IPAS to work	RDAY+1	RDAY+2	16		
	ALERT		POC		RDAY+1	RDAY+2	4		
	FPRS		POC		RDAY	RDAY+1	4		
	eDRS		NITC		RDAY	RDAY+1	4		
	Public Web		NITC		RDAY	RDAY+1	4		
	Partner Web		NITC		RDAY	RDAY+1	4		
	SNAP Retailer Locator		Amazon		RDAY	RDAY	4		
	FAST Framework		NITC		RDAY+1	RDAY+1	4		
	STARS		Poc		RDAY+1	RDAY+2	12		
	WIC TIP		NITC		RDAY+3	RDAY+3	4		
	WIC UPC		NITC		RDAY+3	RDAY+3	4		
	SNAP Pre-Screening		NITC		RDAY+3	RDAY+3	4		
	ME Tool		NITC		RDAY+3	RDAY+3	4		
	SNAPQCS		NITC		RDAY+3	RDAY+3	4		
	CN Database		NITC		RDAY+3	RDAY+3	4		
	FSQCS		NITC		RDAY	RDAY+1	4		
	e-COS		NITC/POC		RDAY	RDAY+1	4		
	MyPlate		NITC		RDAY	RDAY+1	4		
	SuperTracker		NITC		RDAY	RDAY+1	4		
	ROAP		MARO/NITC		RDAY	RDAY	8		
	AIS		MPRO		RDAY	RDAY	8		
3	Telecommunications	Rory Schultz						0%	
	Wireless Internet		POC		RDAY	RDAY+2	24		
	Cellphones/Droids/Iphones/Ipads		POC		RDAY	RDAY+2	24		
	AT&T Circuits		POC		RDAY	RDAY+2	24		

Category K - SUMMARY OF ACTIVITIES IN THE EVENT OF A GOVERNMENT SHUTDOWN

Agency	Current On-Board Staff	Estimated Employment by Category I	II	III 2nd Half Day One	III Day 2	III Day 5	Total After Day 5	Total % of Staff After Day 5
Food and Nutrition Service……	1,363	0	34	137	110	30	64	5%

KEY:
Category I: Military, Law Enforcement and Direct Provision of Health
Category II: Financed from Available Funds
Category III: Protect Life and Property

Current On-Board Staff:
Most current data as of July 27, 2013. Includes summer hires.

Summary of Category I Activities:
N/A

Summary of Category II Activities:

FNS has 47 staff years associated with Child Nutrition and WIC pre-appropriated funding. (Staff time is charged as follows: a total of 26 staff at 100%, 8 at 50-75%, 5 at 30-49%, 6 at 25%, and 2 at less than 25%). A total of 34 staff will continue to work and 13 staff will be placed on administrative leave/furlough.

Summary of Category III Activities:

30 Excepted Personnel to maintain critical operations. For specific functions/position titles refer to Attachment 9. List includes potential contractors that may be required for safe and orderly shutdown of critical systems, COR's that may need to perform critical contract functions.